

Stationery Stores Fund

Mission. The mission of the Stationary Stores Fund is to provide quality office supplies, microfilming, copying, outgoing US Mail services, and printing services quickly, efficiently and economically to all City departments.

Overview. The City centralized printing, micrographics, copier and office supply services to provide the most cost efficient services. The services are coordinated from the Department of Finance Purchasing Office. Revenues to the Stationary Stores Fund are from user fees charged to City departments based on actual usage.

Finance and Operations. Stationary Stores offers City departments a centralized source for office supplies, printing, copying and micrographics needs. Stores staff maintains and monitors use of copiers located in City Hall and outlying facilities. A per copy charge is assessed to the user departments with all supply, paper and maintenance costs handled by Stores. Micrographic services are provided by a private vendor coordinated by Stores staff.

Stores staff buys and delivers office supplies, coordinated through a private supplier. Departments order from an assigned catalog that contains a diverse product range from paper clips to printer cartridges. The process was privatized in 1996 eliminating inventory costs for the City and providing faster delivery of products at a lower cost.

The Print Shop provides a range of printing and copying services to City departments. In 1999, many printing functions were transferred from the Data Center to the Print Shop, a consolidation made possible by new document processing technology. New technology included two high volume copier network printers and one color copier. The new equipment provides faster and higher quality print jobs, and eliminates older, maintenance intensive printers.



The City Print Shop provides printing and large volume copying services to City departments.

Outgoing US mail from City departments is processed in the mail room to ensure the lowest possible cost for first and fourth class mail. A centralized paragon mail machine is used for bar coding and stamping.

Stationery Stores Budget Summary					
	1998 Actual	1999 Adopted	1999 Revised	2000 Adopted	2001 Approved
Stationery Stores Fund Revenue	1,269,942	804,440	809,070	816,680	824,680
Personal Services	161,734	163,670	164,350	173,500	180,720
Contractual Services	329,748	468,370	455,560	465,620	471,320
Commodities	147,892	163,390	178,740	180,210	181,760
Capital Outlay	301,867	40,330	40,330	0	0
Other	612,025	25,000	0	0	0
Total Stationery Stores Expenditures	1,553,266	860,760	838,980	819,330	833,800
Revenue Over (Under) Expenditures	(283,130)	(56,320)	(29,910)	(2,650)	(9,120)
Stationery Stores Fund Balance	780,709	493,268	770,109	621,439	591,299
Personal Services Position Summary					
Total full-time	4	4	4	4	4
Total part-time	0	0	0	0	0
Total FTE	4	4	4	4	4